



## **JOB ANNOUNCEMENT**

### **ALAMEDA RECREATION AND PARK DEPARTMENT**

2226 Santa Clara Avenue, Alameda, CA 94501 · (510) 747-7529

<http://www.cityofalamedaca.gov/Recreation/Employment-Opportunities>

## **AQUATIC SPECIALIST - 2012**

**THE SETTING:** Alameda, an island city of 72,500, is a water-oriented community located next to the city of Oakland. Alameda's Aquatic Program, conducted at Emma Hood and Encinal Swim Centers, is open to children and adults. During spring, lessons and Adult Lap Swim will be offered on Saturdays only at Encinal Swim Center. During the summer months, swim lessons are taught at Emma Hood on Monday through Thursday. At Encinal, swim lessons are taught Monday through Thursday. Lessons are also offered on Saturdays at Encinal. Public swim hours are offered Monday through Friday at Emma Hood and only Friday through Sunday at Encinal. Evening adult swim lessons, as well as lap swim, are conducted at both swim centers.

**AQUATIC SPECIALIST: (\$13.46 - \$19.89 per hour)**

The Aquatic Specialist is classified as part-time, non-benefited employee. Hours range up to 40 hours a week depending on position and responsibility.

The Aquatic Specialist, under the supervision of Recreation Supervisor, is directly responsible for all duties pertaining to the management of the Swim Centers during Alameda Recreation and Park Department's use. Enforces and supervises all state laws, ordinances and departmental procedures and regulations regarding the health and safety of all persons using the Swim Centers; including general maintenance and cleanliness of the facilities; renders First Aid and artificial respiration; maintains discipline among patrons; organizes swimming tests and instructional programs in aquatic skills as required; promotes aquatic special events; completes all records and reports as required; oversees the collecting of pool fees and the handling of funds; orders and maintains all equipment and supplies necessary to carry out the safe and successful operation of the Swim Center during the days and hours it is open; supervises pool staff relative to performance of all phases of their duties connected with each position; conducts swim test checks and other conditioning routines for lifeguards; assigns routine maintenance duties among staff; acts in the capacity of lifeguard whenever pool load requires additional guarding; maintains good public relations in the community and advises and assists individuals and groups in matters pertaining to aquatic activities; and does related work as required.

**MINIMUM QUALIFICATIONS:** *Be at least 21 years of age. Completion of two (2) years of college. Possession of current Title 22 First Aid or equivalent, CPR/AED for the Professional Rescuer, Lifeguard Training and Water Safety Instructor Certificates. Ability to manage a staff of lifeguards and other employees.*

**EXPERIENCE:** *At least two (2) years or three (3) summer seasons previous experience as a pool or beach lifeguard and swimming instructor.*

**GENERAL RESPONSIBILITIES:** All Aquatic Staff members are expected to attend assigned staff meetings, complete facility maintenance work as assigned, care for all equipment and supplies, complete assigned records and reports, and work assigned hours, recognizing that recreation work has irregular hours and some last minute assignments. **All staff must be prepared to work the 4th of July Jumpin' Jivin' Jubilee and the Annual City Swim Meet on August 10-12, 2012.**

(over)

**REQUIREMENTS:**

Federal law requires that, prior to employment, applicants must furnish proof of identity and eligibility for employment in the United States. Proof may be furnished by various documents such as Social Security Card (original), birth certificate, driver's license, passport, resident alien card, etc.

**FINGERPRINTING REQUIREMENT:** California State Law requires that all recreation employees and volunteers having direct contact, supervisory or disciplinary authority over minors be fingerprinted as a condition of employment. Candidates under serious consideration for hire will be referred to the Alameda Police Department for fingerprinting. Employment is contingent upon fingerprint results.

**APPLICATIONS:**

Applications may be filed in the Alameda Recreation and Park Department, 2226 Santa Clara Avenue, Alameda, CA 94501, (510) 747-7529 or download forms from:

***<http://www.cityofalamedaca.gov/Recreation/Employment-Opportunities>***

**TO OBTAIN 2012 SPRING EMPLOYMENT, APPLICATIONS SHOULD BE SUBMITTED BEFORE THURSDAY, MARCH 1, 2012.**

**TO OBTAIN 2012 SUMMER EMPLOYMENT, APPLICATIONS SHOULD BE SUBMITTED BEFORE THURSDAY, MARCH 29, 2012.**

Additional applications may be accepted until all positions are filled. Applicants will be notified of interview date and time.

**RETURN APPLICATIONS TO:**

Alameda Recreation and Park Department  
2226 Santa Clara Avenue, Alameda, CA 94501  
Attention: Aquatics Division

**EQUAL OPPORTUNITY EMPLOYER M/F/D**

*The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance. Hearing Impaired TDD (510) 522-7538.*